

JOE WARDY  
MAYOR



## CITY COUNCIL

SUSAN AUSTIN  
DISTRICT NO. 1

ROBERT A. CUSHING, JR.  
DISTRICT NO. 2

JOSE ALEXANDRO LOZANO  
DISTRICT NO. 3

JOHN F. COOK  
DISTRICT NO. 4

DANIEL S. POWER  
DISTRICT NO. 5

PAUL J. ESCOBAR  
DISTRICT NO. 6

VIVIAN ROJAS  
DISTRICT NO. 7

ANTHONY W. COBOS  
DISTRICT NO. 8

SPECIAL CITY COUNCIL MEETING  
COUNCIL CHAMBERS  
APRIL 27, 2004  
1:00 P.M. OR IMMEDIATELY FOLLOWING THE  
REGULAR CITY COUNCIL MEETING

The City Council met at the above place and date at approximately 2:37 p.m. Mayor Joe Wardy present and presiding and the following Council Members answered roll call: Susan Austin, Robert A. Cushing, Jr., Jose Alexandro Lozano, John F. Cook, Daniel S. Power, Paul J. Escobar, Vivian Rojas, and Anthony Cobos. Absent: None

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## AGENDA

1. Discussion and action on Calendar for City Manager Hiring Process
2. Discussion and action on role of Community Advisory Panel in the City Manager Hiring Process
3. Discussion and action on City Manager Position Profile and Ad Copy
4. Discussion and action on City Manager Job Description
5. The City Council of the City of El Paso will retire into **EXECUTIVE SESSION** pursuant to Section 3.5A of the El Paso City Charter and the Texas Government Code, Chapter 551, Subchapter D, to discuss and take action on any of the following: (The items listed below are matters of the sort routinely discussed in Executive Session, but the City Council of the City of El Paso may move to Executive Session any of the items on this agenda, consistent with the terms of the Open Meetings Act.)

Section 551.071 CONSULTATION WITH ATTORNEY  
Section 551.072 DELIBERATION REGARDING REAL PROPERTY  
Section 551.073 DELIBERATION REGARDING PROSPECTIVE GIFTS  
Section 551.074 PERSONNEL MATTERS  
Section 551.076 DELIBERATION REGARDING SECURITY DEVICES  
Section 551.087 DELIBERATION REGARDING ECONOMIC DEVELOPMENT NEGOTIATIONS

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Mr. Adrian Ocegueda, Executive Assistant to the Mayor, presented the agenda items and the draft documents (on file in the City Clerk's office): Calendar, draft advertisement for City Manager position, draft brochure, and draft job description to the Council Members and answered questions from and responded to comments made by the Council Members.

Representatives Austin, Cook, Cushing, and Mayor Joe Wardy commented on the process by which the short list of proposed candidates would be created by The Mercer Group, Inc. and Council Members.

Representative Power suggested creating a questionnaire for candidates to submit along with their resume.

Representative Austin urged that due to time constraints, The Mercer Group, Inc. determine the five to seven finalists. She also explained that the Community Advisory Panel would benefit from the a definition of their role and their duties.

Council Members discussed methods for obtaining writing samples from the proposed candidates and the utilization of telephone and video interviewing.

Representative Cook recommended that The Mercer Group conduct and videotape the 12-15 initial candidate interviews and provide copies of those interviews to the Council Members for their review. Subsequent to the selection of the 5-7 finalists, the Council Members, The Mercer Group and the Community Advisory Panel would conduct video conferencing interviews. Finally, he requested that the Council Members conduct live interviews of the three finalists.

Representative Cushing suggested that the Council Members and the Community Advisory Panel watch the video conferencing interviews from separate rooms and rank the candidates. He asked the Council to focus first on the job description and qualifications and on getting the ad out on the street.

Mayor Joe Wardy recommended that the Community Advisory Panel for the City Manager Hiring Process convene immediately to review the City Manager proposed job description. He stated that the panel should be involved in the ranking of the final candidates. He added that the pool of candidates may not yield 12-15 candidates.

Mr. Ocegueda asked if the Community Advisory Panel should review the job description. The Mayor and Council Members replied yes.

Representative Cobos questioned Mr. David Almonte, Director of OMB, regarding the budget hearing schedule. Mr. Almonte replied that OMB would work around Council's schedule for interviewing the City Manager candidates.

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Motion made by Representative Lozano, seconded by Representative Cushing and unanimously carried to adjourn this meeting at 3:17 p.m.

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APPROVED AS TO CONTENT:



Richarda Duffy Momsen, City Clerk